STATE OF CALIFORNIA

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR
ASSISTANT SECRETARY
INFORMATION TECHNOLOGY
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
SACRAMENTO, CALIFORNIA

MONTHLY SALARY
$8,611 - $9,314

FINAL FILING DATE:

April 21, 2006

On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to www.lhc.ca.gov/lhc.html and refer to the section entitled Governor's Reorganization Plans.

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*
- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

Under the general direction of the Secretary, California Department of Corrections and Rehabilitation, the Assistant Secretary, Information Technology, is responsible for managing information technology (IT) activities throughout the Department and its interface partners.

Typical duties of the position include the following:

- Direct the development and management of the Department's IT program and resources. This includes promoting consistency and modernization in the Department's IT capabilities. Coordinate the Department's IT functions, including customer support, project management and the development and maintenance of computer applications. Resolve problems where interdepartmental or cross jurisdictional issues have arisen; and provide independent oversight of critical IT projects. Provide an IT infrastructure that supports correctional application architecture and adheres to enterprise standards. Establish and maintain a data warehouse for enterprise-wide correctional databases, e-government, and integrated justice systems.

- Maintain the IT governance structure with key decision makers. Serve as a communication link with constituent departments, control agencies, and interface partners on program policy matters. Advise the Secretary and departmental management staff on significant policies regarding business processes, operational programs, and IT resources.

- Evaluate findings and recommendations of studies about the effectiveness of IT. Attend meetings and negotiations regarding program and IT issues with state legislative and executive branch staff, local government officials, and provider and constituency organizations. Review periodic business process reports, operations program reports, and controlled correspondence.

MINIMUM QUALIFICATIONS

- Five years work experience in a Senior IT Management position, involving the principles, practices and methodology of IT systems and processes.

- Administrative experience in a managerial capacity with responsibility for the development, execution, and evaluation of major programs, policies, staff development, and team building.

- Knowledge of and experience in interfacing multifaceted IT programs.

- Demonstrated experience communicating effectively, both orally and in writing, with other agencies, including state, federal, and/or local agencies on matters related to IT.

- Ability to analyze complex IT issues or problems and establish solutions to those issues.

DESIRABLE QUALIFICATIONS

Desirable qualifications include the following:

- Experience in policy setting and strategic management.

- Ability to perform high administrative and major policy influencing functions effectively, including knowledge of the legislative and regulatory processes, and develop positive cooperative relationships with a wide variety of customers and stakeholders.

- Demonstrated leadership, flexibility and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of an Assistant Secretary, Information Technology.

- Experience in personnel management and leadership skills, which demonstrate the ability to motivate staff, and manage large groups; knowledge of the Department's mission, vision, and equal employment opportunity program objectives and a manager's role in achieving an equal employment opportunity workplace.

- College Degree in Computer Science or related discipline.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of $50,000 basic plus $50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

THE DEPARTMENT

The Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all applications following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Assistant Secretary, Information Technology serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to Executive Approval.

HOW TO APPLY

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office, and submit a copy of the application along with a resume of qualifications and experience, and three professional references (names and telephone numbers) to Vickiann Tapia, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Suite 108 North, Sacramento, California 95814 **by April 21, 2006**. Resumes of qualifications received without a copy of the Governor's application will not be considered. For further information regarding this position, please contact Vickiann Tapia at (916) 327-8017.

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.governor.ca.gov or http://appointments.ca.gov/en/form/index.php